

- if a child moves in from another state with evaluation information, which is less than six months old, and which indicates a developmental delay that meets the criteria for development delay as defined by the Infant-Toddler Program, then eligibility can be determined in the Developmental Delay category. *(For additional information, see Policy Bulletin #18 - Eligibility Categories.)*

Following this eligibility decision, the Service Coordinator makes arrangements for an initial Infant-Toddler Program evaluation to gather information for intervention planning and Individualized Family Service Plan development. The Service Coordinator coordinates the initial evaluation, afterwards convenes an Individualized Family Service Plan team, and facilitates the intervention planning process and development of an Individualized Family Service Plan.

### **Eligibility Determination Following an Initial Infant-Toddler Program Evaluation**

Upon receipt of a referral and with written parental consent, the Children's Developmental Services Agency reviews all available information (e.g., medical records, previous evaluation information, diagnostic statement from a physician, substantiated risk factors). If written evidence is not available, is not sufficient for determining eligibility, or if there are reservations regarding the existence of developmental concern and need for services, the Children's Developmental Services Agency makes arrangements for an initial Infant-Toddler Program evaluation to gather information needed both for assisting with eligibility determination and for intervention planning and Individualized Family Service Plan development. When all the initial evaluation results are available, the Children's Developmental Services Agency uses this information along with other available information and informed clinical opinion to determine eligibility.

Following eligibility determination, the Service Coordinator convenes an Individualized Family Service Plan team and facilitates the intervention planning process and development of an Individualized Family Service Plan.

A parent who chooses not to enroll his child in the Infant-Toddler Program must understand that the law does not protect them should the parent feel that a particular service or entitlement under the Infant-Toddler Program has been denied them. The parent must be fully informed of the consequences of his choice not to enroll and his right to request services at a later date. For example, a child who is not enrolled in the Infant-Toddler Program is not granted the transition assurances for Preschool Program placement enjoyed by children enrolled in the Infant-Toddler Program, including guaranteed placement, if eligible, on the child's third birthday.

### **Related Requirements**

1. The Children's Developmental Services Agency must ensure that a Service Coordinator is available to assist the family and act as a liaison between the family and the Infant-Toddler Program during the referral and eligibility determination process. *(For additional information, see Policy Bulletin #19 - Referral Process.)*